Arts and Human Sciences Department Minutes
16 August 2023

Attendance:
Steven Grunenwald       Logan Rutledge       Matt Peterson
Richard Stenberg       Kirby Lund           Ryan Freels
Katie Wenke            Wyatt Olson          Sarah Bielski

Meeting called to order – 10:07
1. March Minutes – tabled for future meeting
2. Faculty Introductions
3. Faculty Mentors
   a. Ryan -> Steven
   b. Sarah -> Matt
   c. Logan -> Wyatt
   d. Katie -> Richard
4. Expectations
   a. By policy and procedure, we need to be on campus 35 hours per week
   b. Hour of virtual hours per week for online per week
   c. Can re-phrase office hours to student-support hours
   d. Department chair expectations
   e. Time for everyone in the will be respected
   f. HR issues
5. Syllabi Due Soon
   a. Syllabi should be sent to Kirby by Friday for review
6. Discussions
   a. Faculty handbook discussion
   b. Open records
7. Upcoming events
   a. Thursday morning breakfast in the cafeteria
   b. Barbeque today at the Well
   c. Summer nights on Main – need volunteers
   d. Sports Den soft opening on Aug 23 for WSC only
8. Program update
   a. Due December 1st but should have at least a draft by mid October
   b. Get the data at least a month ahead of working on the program update
   c. Think of the strengths and weakness of the department
   d. 18th of September could be time to work on update
9. Department meetings everyone other week
   a. Monday afternoons
10. College strategies
    a. Need more instructors
    b. Try to do more on-campus sections than online because of pass rate
    c. Proposed giving one Saturday a year/other year for department members
d. Other schedule options can be considered

11. Digital literacy subcommittee
   a. Katie volunteered

12. Committee updates
   a. Senate
      i. Thinking of embedding overload policy into the existing workload procedure instead of creating a standalone policy
      ii. Propose changes to student suspension
          1. Changes for students to follow a particular process
   b. Curriculum
      i. Doing updates to the forms
      ii. Atallah mention system (CourseLeaf) to streamline process for sending forms

13. Announcement
   a. Richard
      i. July 1\textsuperscript{st} nominated on the State Historical Board for a three-year term